SPECIAL EDUCATION INSTRUCTION MANUAL FOR

EXITING AND PRESCHOOL OUTCOME REPORTING

For School Year 2008-2009

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Montana Office of Public Instruction
www.opi.mt.gov

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Purpose of Data Collection

This data collection is used to:

- Report those students who were in special education at the beginning of the reporting period, but were not in special education at the end of the reporting period; and/or
- Report preschool outcome data for students, ages 3-6, that have:
  - Exited from special education; or
  - Left preschool services provided by one district to go to a different district; or
  - Left preschool services because the student has reached 6 years of age.

Reporting Period: July 1, 2008 - June 30, 2009
(In accordance with U.S. Department of Education guidelines)

DUE DATE: June 30, 2009

NOTE: *A student listed on the prefilled report form (list of students from the December 1, 2008, Child Count), and who has exited the special education program during the reporting period should only be reported with an exiting code if he/she had an active IEP on July 1, 2008.*

Introduction to the Special Education Data Collection Software

Welcome to the Office of Public Instruction (OPI) special education data collection process. If this is your first submission, please read through the instructions carefully. The timeliness and reliability of your data submission will play a key role in your LEA determinations. All data submitted will be used in federal and state legislative reporting, as well as in the determination of fiscal budgetary requirements, so ***accuracy and timeliness are critical***.

Hardware and Software Requirements

Basically, any Windows 98 computer capable of running a Web browser equal to Internet Explorer 6.0 with 128 bit encryption or any Windows NT, 2000 or XP, computer running Internet Explorer 6.0 with 128 bit encryption may be used.

IBM
Microprocessor	80486 or higher as required for a Web browser
Memory	8MB of RAM as required for a Web browser
Video	VGA or SVGA as required for Web browser (1)
Hard disk	At least 2.5MB free disk space available
Mouse	As required for Web browser
Citrix client	6.2x - Required Installation – Replaces all previous versions

Macintosh
Power PC or better	
Memory	8MB of RAM as required for a Web browser
Operating System	9.2 or greater
Video	Not applicable
Hard disk	At least 2.5MB free disk space available
Mouse	As required for Web browser
Citrix client	6.2x – Required Installation – Replaces all previous versions

Note: *A screen resolution of 800 x 600 will provide you with the most efficient video resolution. A resolution of 640 x 480 will not provide you with a good working environment. To check your screen resolution:*

- Right-click on your desktop.
- Go to **Properties** and select **Settings**.
- Move the slider bar under "**Screen Area**" until a resolution of 800 x 600 is displayed.
- Click "**OK**."
- You will be prompted to accept the new settings in the "**Display Settings**" dialog box. The monitor will blank out and then display the new settings under the "**Monitor Settings**" dialog box. If you do not click on the "**OK**" button at this point your settings will be returned to the previous setting after 15 seconds. If the video settings appear normal, click "**OK**" and your monitor resolution will be reset.

Software Access Requirements

It will be necessary to have a User Name and Password to access the application. User Names and Passwords were mailed to superintendents and special education cooperative directors July 2008. The same User Name and Password are used to access a number of electronic applications through the OPI information reporting system, including the Special Education Data Collection, Annual Data Collection, MAEFAIRS, and School Discipline Data Collection. The User Names are the district/cooperative legal entity number or the school code for a school - these never change. However, the passwords (combination of random numbers and case-sensitive letters) are reassigned each summer and the last two letters of the password change every two months throughout the year to reflect the first letters of the two months the password is active in. The passwords you will be using for this application will end with "MJ" for May/June (used during May and June). If you experience issues during log in, contact the OPI Help Desk.

Installing the Citrix Client

If you have never used a Citrix application through our IRIS site, you must install the Citrix Client before logging in.

Citrix Login Screen

Windows users: Click on **Install Citrix Clients** and then click on the link titled:

Install Citrix Web Client (ICA32t.exe - 2.75 MB) - *updated 06.02.05*

Macintosh users: If you use Java, the Client automatically updates. If you use OSX, click on **Install Citrix Clients** and then click on the link titled:

Download Macintosh Citrix client for OSX from OPI ftp server (ICA_Client_Mac_OSX.dmg - 6 MB) - *updated 09.12.05*

Open or **Run** the application and follow succeeding screens until the client has been installed.

If you have problems installing the Citrix Client, call the OPI Help Desk at 406-444-3448.

Note: *After installing the Citrix Client, you will need to refresh the Web browser by exiting out of Internet Explorer and browsing back in again.*

Note: *The **Instructions** button on the right side of the Citrix Login screen is a link to a list of Citrix applications and resources available for those applications. Under **Special Education Data Collection**, you will find a list of resources available for the Special Education Exiting Data Collection application.*

Timelines

July 1, 2008-June 30, 2009	<u>Reporting Period</u>. Any student who was in special education at the start of the reporting period, but was not in special education at the end of the reporting period, must be reported under the school the student was enrolled in with an appropriate exiting code.
May 4, 2009	Electronic Application opens for data entry.
June 30, 2009	Deadline for submitting data to the OPI.
July 1, 2009	Electronic Application closes.

Who Must Report Exiting Data

Every school within every school district in the state must submit complete exiting data. If a school has no students to report, indicate no students by checking the "no students exiting special education" box on the data entry screen and submit.

Who to Contact With Questions

The following is a list of OPI resources available to answer questions about this application:

<u>For general questions or questions on data to be reported</u>, contact Anne Rainey at 406-444-4430, (arainey@mt.gov).

<u>For questions on accessing the Web application, contact the following</u>:

- User Name and/or password - contact OPI Help Desk at 406-444-3448
- Installing the Citrix software - contact OPI Help Desk at 406-444-3448
- Printing problems - contact Ron Nelson at 406-444-0500 or Layne Cope at 406-444-3541.

- Problems with the Web application - contact Anne Rainey at 406-444-4430, (arainey@mt.gov).

Important Points - <u>Please Read</u>

Exiting data must be submitted to the OPI for each school within the school district, whether the school has students to report or not. If a school has no students to report, check the "no students exiting special education" box at the bottom of the data entry screen.

The process begins with a prefilled list of students from the December 1, 2008, Child Count for each school. A report form with the prefilled list of students for each school may be printed from the Web application (see page 17 for instructions). The data entry screen for each school in the Web application also shows the same prefilled list.

- **For those students who were in special education at the beginning of the reporting period, but were not in special education at the end of the reporting period, and are on the prefilled list** from the December 1, 2008, Child Count, simply select an exiting code that identifies why the student exited (exiting codes and definitions start on page 21).

- **For those students who were in special education at the beginning of the reporting period, but were not in special education at the end of the reporting period, and are <u>NOT</u> on the prefilled list** from the December 1, 2008, Child Count, all Child Count data must be entered PLUS an exiting code that identifies why they exited (exiting codes and definitions start on page 21). These are students who exited prior to the December 1, 2008, Child Count.

- **For those preschool students who are in special education, but have:**
  - **Exited from special education; or**
  - **Left preschool services provided by one district to go to a different district; or**
  - **Left preschool services because the student has reached 6 years of age** simply select the "Edit levels" button for these students and complete the outcomes measurement screen (preschool outcome rating codes and definitions start on page 23).

If a student entered special education after July 1, 2008, and exited before the end of the reporting period (June 30, 2009), do not count the student as exited.

Accessing the IRIS Web Page

To access the Special Education Data Collection application via the Internet, log onto the Office of Public Instruction's (OPI) Web page at http://opi.mt.gov/.

> *Note*: *Screen formats can change during an update. If this should occur, it simply means the screens pictured in this manual may be slightly different than what is seen on the computer.*
>
> *If you have problems following the instructions because of screen updates, contact the OPI Help Desk.*

If you experience difficulty getting to the OPI home page, try an alternative site such as www.yahoo.com or www.google.com. If you cannot reach either site, the problem will likely be with your local Internet provider. Please contact **their** help desk for assistance. If you find that you can reach other sites on the Internet, but cannot reach the OPI site, please contact our OPI Help Desk.

Once you have accessed the OPI home page, select "**IRIS**" from the list of options available on the grey menu bar. This link will take you to the Internet Reporting and Information Service (IRIS).
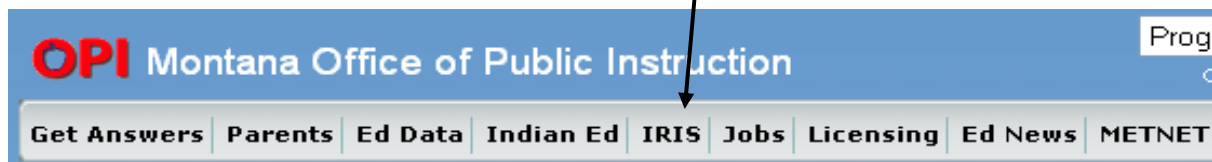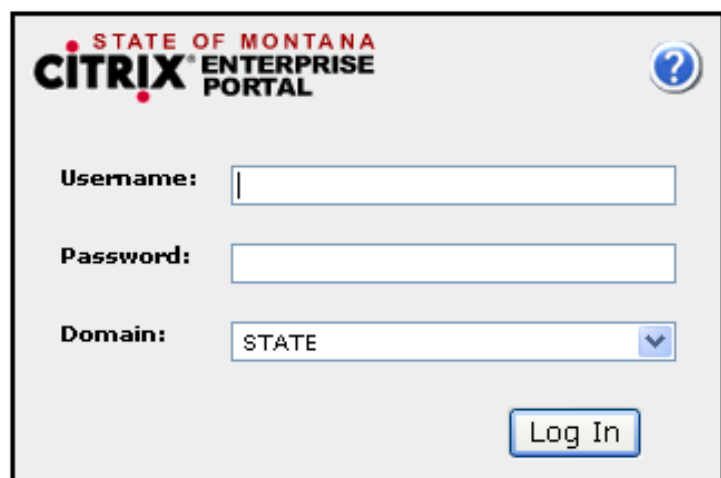
You will be taken to the Citrix login screen. If your district reported Child Count data in December from your current computer, simply log in. However, if you need instructions on installing the Citrix Enterprise Portal, please refer to the installation instructions on pages 5 and 6.

Getting Started

Logging In

Log in using the cooperative, district, or school **User Name** and **Password**. (Leave the **Domain** at the default value.)

Passwords are changed periodically, so be sure you are using the current password (the password for use in May and June will end with the letters "MJ"). If you encounter

problems logging in, check to ensure you have the correct password (passwords are case-sensitive and must be typed exactly). If you still have problems, call the OPI Help Desk.

Citrix Enterprise Portal Screen

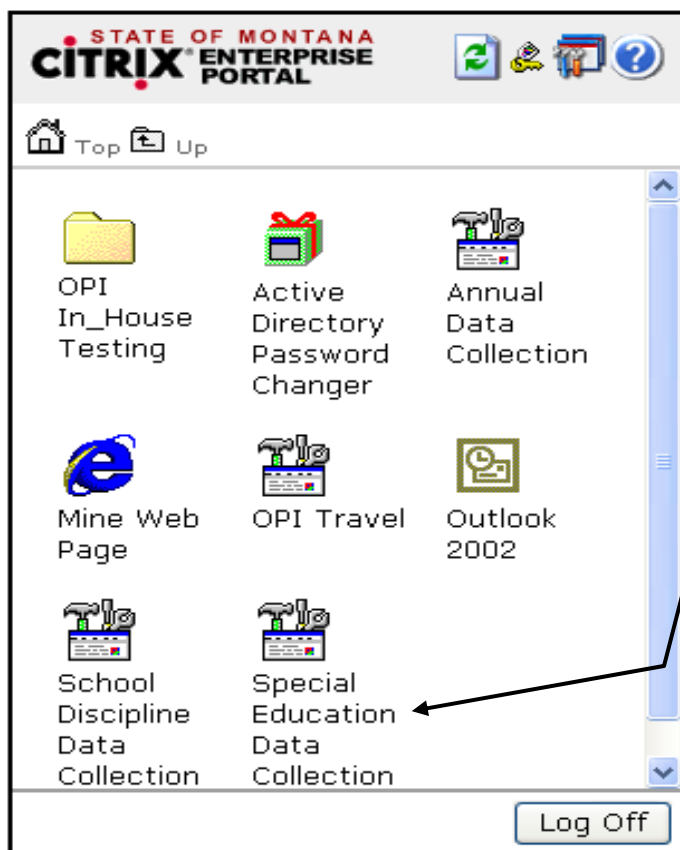This screen displays a list of all OPI applications that you have access to, based on your User Name and Password.

Click the **Special Education Data Collection** link.

NOTE: A common problem that occurs when trying to open an application results in the error message: **Error: ICA file not found**. If you experience this message you may have too many temporary Internet files (cookies) stored on your computer. To delete those files, go to your Internet Explorer and select **Tools, Internet Options**. Select the **General** tab and in the **Temporary Internet Files** option, click **Delete Files**.

Entering the Application

Level of the User - in this case the user is logged in at the DISTRICT level.
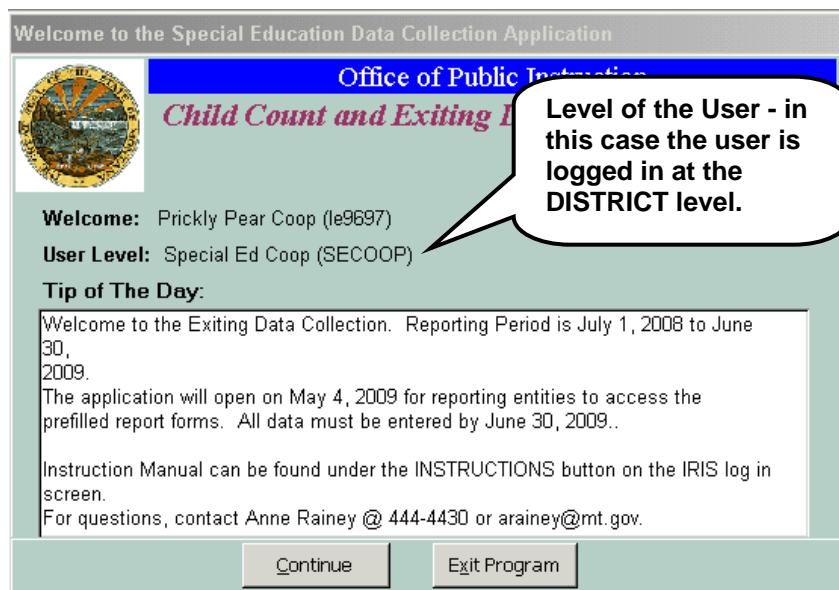
Based on your User Name and Password, the program will limit your access to just those areas of concern to you and the data you need to enter.

User level is described on this screen.

- <u>As a school district</u>, you will have access to and be able to enter data for all schools in your district.
- <u>As a school</u>, you will have access to and be able to enter data for your school only.
- <u>As a cooperative</u>, you will have access to data for all member districts and their schools. (A cooperative's ability to enter data for member districts depends on flags that are set in the application. For more information on cooperative accessibility see page 12.)

*Note: Be sure to read the **Tip of the Day** for helpful hints or changes to the application. To enter the application, select **Continue**.*

Main Menu

The main menu screen provides options for selecting schools/districts based on the level of the user.

- **School-level users –** will access their own school-level data for the purpose of review, submission or edit.
- **District-level users –** (Example below) will have the option to select all schools within the district for the purpose of review, submission, or edit.
- **Cooperative-level users –** will have the option to select any member district and/or school within that district for the purpose of review, submission or edit.

Tasks are chosen by selecting a button on the left of the screen. The data entry button is the selected default for this application and all options available for that button are listed in the white screen.

- The **Data Entry** button is for entering your student data.

- The **Reports** button will list all reports available to the user (see pages 16 and 17 for additional information).

- The **Views** and **Administration** buttons have no options at this time.

- The **Help** button provides access to several resources.

Once a button (Data entry is selected in the example) has been selected, options within that selection become available in the white screen.

Special Education Data Collection Main Menu

Office of Public Instruction

Special Education Data Collection

School Year: 2008-2009

Coop: 9697   **Prickly Pear Coop**

District: 0492 |East Helena Elem

School: 1465 |Radley Elementary School

Select a button then double click to select the option to the right.

Data Entry

Reports

Views

Administration

Help

Special Education Student Exiting Data Entry Form
Submit Exiting Data

Double click on the option in the white screen to move forward to the next screen.

Single click on the option in the white screen to view a description of that option.

Reset   Help   Exit

Click the **Exit** button, to exit the application.

The **OPI Knowledge Database** is a collection of frequently asked questions and answers on numerous topics and is searchable. Select the link, type "Exiting" in the search field, and select **Search**.
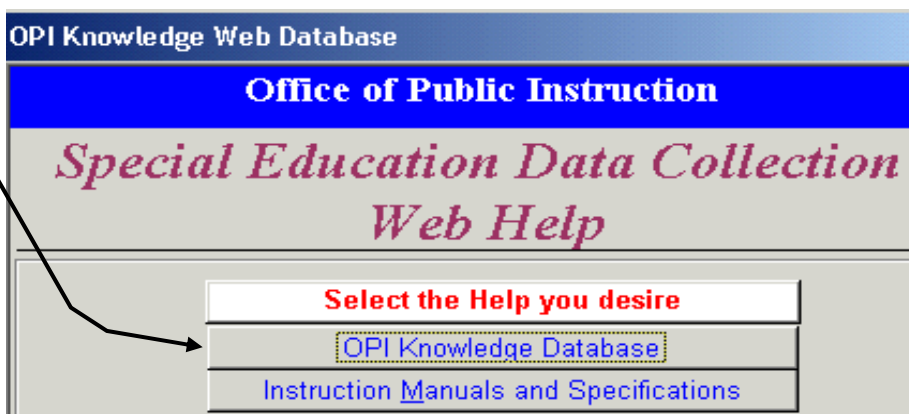
Select the **Instruction Manuals and Specifications** to access a list of resources for Citrix applications (including Exiting Data Collection resources - also accessible from the log in screen).

You are encouraged to use these resources. However, if you are unable to find an answer to your question, please contact the Division of Special Education Data Unit using the contact information located on pages 6 and 7 of this document.

The Data Entry Screen

This screen will show prefilled student information from the December 1, 2008, Child Count for the <u>selected school</u>.   Prefilled student data cannot be changed. If an error is found in the prefilled data, contact the Division of Special Education Data Unit.

The third column from the right is the exiting code column (red heading on the data entry screen). This field is the only field where data should be entered unless the student is a preschool student exiting school or leaving preschool services.

User Levels

School-level log in: A school has access to and can enter/edit data only for that school. When the school submits its data, the data are submitted to the district.
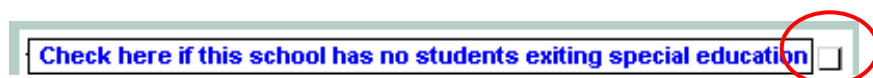
District-level log in: A school district has rights to enter/edit the data for each individual school within the school district. The **School** pull-down menu will list all schools in the district, and the district must select a school to work with. The district must ensure that data for all schools within the district have been entered/edited before the district submits the data for the entire school district. If the district is a member of a cooperative, when they submit, it is submitted to the cooperative. If the district is NOT a member of a cooperative, the information is submitted directly to the OPI.

Cooperative level login: A cooperative has rights to enter/edit data for its member districts and their schools only after a district has submitted its data, unless the cooperative has informed the OPI that it will enter data for its member districts (see more detail below). The **District** pull-down menu will list all member districts in the cooperative. The cooperative must select a district from the **District** pull-down menu and then a school in that district from the **School** pull-down menu to work with. The cooperative must ensure that data for all schools within all member districts have been entered/edited before the cooperative submits. When the cooperative submits its data, the data are submitted to the OPI.

> **Cooperative entering data for member districts** – If a cooperative entered Child Count data for its member districts, it will have that same access again. However, if you are unable to enter your member districts' information, please contact Anne Rainey at 406-444-4430, (arainey@mt.gov) for assistance.

No Students Exiting Special Education

If no students will be exiting special education during the reporting period, the school can indicate this by selecting a box at the bottom of the screen data entry screen.

The check box should be selected if your school is reporting no exiting students *even if* you are reporting preschool outcome data on students leaving the preschool program at age 6.

Reporting Students Who Exit

REMINDER: Students who were in special education at the beginning of the reporting period (July 1, 2008), but were not in special education at the end of the reporting period (June 30, 2009) and are not listed on the prefilled form, must be added to the exiting report. Data must include the same data reported for Child Count, <u>PLUS</u> an exiting code.

Preschool outcome data must be reported for preschool students that qualify under the following categories using the outcomes measurement screen (described on page 14):

- Exited from special education; or
- Leaving preschool services provided by one district to go to a different district; or
- Leaving preschool services because the student has reached 6 years of age.

Note: Only report students who have exited special education or have met one of the above-mentioned categories for students receiving preschool services.

For a student who fits the criteria for exiting reporting and is on the prefilled list (students listed in alphabetical order by first initial), enter an exiting code in the **Exiting Codes** column.

To enter an Exiting Code, select the down arrow in the exiting code field to bring up a list of codes or, if you know the exiting code, simply enter the two-digit code number in the field.

To remove an exiting code from a student on the prefilled list, backspace or highlight and delete the code number. See pages 21-23 for a list of exiting codes and definitions.

Initials First Middle Last F M L	Birthdate Month Day Year mm/dd/yyyy	Gender Male or Female M/F	Dup- licate Over- ride	Grade	Race	LEP	Setting of Service	Service Plan	List of Disability Abbrevations	Exiting Codes	SPED Student added for Exiting Purposes
AAA	5/5/1999	M	☐	2	05	☐	01	☐	CD,SL		☐
BBB	1/1/1998	M	☐	3	05	☐	02	☐	OI,AU		
CCC	3/3/1995	M	☐	4	01	☐	01	☐	SL		
DDD	6/6/2001	F	☐	PK	05	☐	11	☐	SL		

Add new students here

If you have students to report who are not found on the preprinted list, add them and don't forget they m

			☐			☐	00	☐			

01 Returned to Regular Ed
02 Moved, known to be continuing
04 Dropped Out
15 Reached maximum age
22 Died
23 Graduated with diploma
32 Graduated with certificate

Students Leaving Preschool Services

In accordance with the IDEA, the results of preschool outcome assessments must be reported for children ages 3-6 leaving preschool services. This includes all preschool students who have:

- Exited from special education; or
- Left preschool services provided by one district to go to a different district; or
- Left preschool services because the student has reached 6 years of age.

To enter outcome measurement data for a preschool student meeting the above criteria, select the "Edit Levels" button located on the right side of the screen on the same line as the student identified.

Unique State ID	Initials First Middle Last F M L	Birthdate Month Day Year mm/dd/yyyy	Gender Male or Female M/F	Dup-licate Over-ride	Race	Grade	LEP	Setting of Service	Service Plan	List of Disability Abbreviations	Exiting Codes	SPED Student added for Exiting Purposes	Edit Preschool Level of Performance
121212123	AAA	1/2/2004	F ▾	☐	05 ▾	PK ▾	☐	23 ▾	☐	SL,LD	▾	☐	Edit Levels
212121213	AAB	9/4/1997	M ▾	☐	05 ▾	6 ▾	☐	01 ▾	☐	LD	▾	☐	Edit Levels
989898989	AAC	3/28/1999	F ▾	☐	05 ▾	4 ▾	☐	01 ▾	☐	SL	▾	☐	Edit Levels
787878587	AAD	9/30/1997	M ▾	☐	05 ▾	5 ▾	☐	01 ▾	☐	OH	▾	☐	Edit Levels
458789655	AAE	6/17/1998	F ▾	☐	05 ▾	5 ▾	☐	01 ▾	☐	OH	▾	☐	Edit Levels

When selected, the "Outcomes Measures for 3, 4, 5, and 6-Year-Old Children" screen will become available for editing. This screen is only available for children at the preschool level and only when entry-level performance data was previously entered for that student.

To complete the Outcomes Measures screen:

- Enter the date the child will or has already exited preschool services. The exit date must be after the Entry Date shown on the screen, but not later than June 30 of the reporting year (e.g., June 30, 2009, for the 2009 reporting year).
- Enter each level of performance measured at the time the student left the program using the drop-down menu available for each skill and/or function measured (the complete list of preschool codes are available on page 23).

- Using the radio buttons located to the left of the exiting drop-down box, indicate whether or not the child has demonstrated any new skills or behaviors for each level of performance measured.

Once the outcome measures screen has been completed, you can close the screen using the "close" button located in the center, bottom portion of the screen. This will take you back to the data collection screen so you can continue entering additional student exit data.

The outcomes measure screen must be completed for all students leaving preschool services during that school year.

Adding an Exiting Student

To enter a student not included on the prefilled list, go to the "Add new student here" section of the screen and place your cursor in the blank Unique State ID field (first field). Enter data in all fields (unique state ID; initials; birthdate; gender; duplicate override [if appropriate]; grade; race; LEP [if appropriate]; setting of service does not need to be provided ["00" is the default]; and disability code). Definitions for all codes are located on pages 21-23.

Unique State ID	Initials First Middle Last F M L	Birthdate Month Day Year mm/dd/yyyy	Gender Male or Female M/F	Dup-licate Over-ride	Race	Grade	LEP	Setting of Service	Service Plan	List of Disability Abbrevations	Exiting Codes	SPED Student added for Exiting Purposes
▶121212123	AAA	1/2/2004	F ▼	☐	05 ▼	PK ▼	☐	23 ▼	☐	SL,LD	▼	☐

Add new students here
If you have students to report who are not found on the preprinted list, add them and don't forget they must have an Exiting Code.

| 989848789 | BBB | 03/03/2000 | ▼ | ☐ | ▼ | ▼ | ▦ | ▼ | ☐ | | | |

When student data is entered, the disability pop-up screen will become available to allow entry of all disability codes pertaining to the student.

frmStudentDisabilities : Form
Enter Disability Codes of Current Student

Initials: MMM

Disability Code:
| | ▼ |

AU	Autism
CD	Cognitive Delay
CW	Child with Disability
DB	Deaf-Blindness
DD	Developmental Delay
DE	Deafness
ED	Emotional Disturbance
HI	Hearing Impairment

All students ar
Disability Code. En

SPECIAL EDUCATIO
Exiting 7/1/2005

School Yea 2005

oop Submitted
District Submitted
School Submitted

rvice List of Disability
lan Abbrevations

CD,SL

hem and don't forget they mu

Enter the disability code for the student (for additional codes, press **Tab**). Select the **Close** button or press **Alt-C**.

After the disability code is entered, the record will be saved and moved to the prefilled list above.

An exiting code must still be entered for the student and the cursor will be in the exiting code field.

For all new students entered, a check mark will show in the column next to the exiting code. (This record still must have an exiting code entered before the user can move on.)

Unique State ID	Initials First Middle Last F M L	Birthdate Month Day Year mm/dd/yyyy	Gender Male or Female M/F	Dup- licate Over- ride	Race	Grade	LEP	Setting of Service	Service Plan	List of Disability Abbrevations	Exiting Codes	SPED Student added for Exiting Purposes	Edit Preschool Level of Performance
212121213	AAB	9/4/1997	M ▾	☐	05 ▾	6 ▾	☐	01 ▾	☐	LD	▾	☐	Edit Levels
989898989	AAC	3/28/1999	F ▾	☐	05 ▾	4 ▾	☐	01 ▾	☐	SL	▾	☐	Edit Levels
787878587	AAD	9/30/1997	M ▾	☐	05 ▾	5 ▾	☐	01 ▾	☐	OH	▾	☐	Edit Levels
458789655	AAE	6/17/1998	F ▾	☐	05 ▾	5 ▾	☐	01 ▾	☐	OH	▾	☑	Edit Levels
▶ 989848789	BBB	3/3/2000	M ▾	☐	05 ▾	3 ▾	▨	01 ▾	☐	OH	01 ▾	☑	Edit Levels

Exiting Data Report

Print the completed Exiting Data report for the school selected to check for accuracy and to keep for your records. Be sure any corrections to the data are made prior to submittal. (This report may be viewed or printed at any time during the data entry process.)

> **Click on the Report button in the lower-right corner of the data entry screen.**

rget they must have an Exiting Code.

education ☐

Help	Report	Delete	Exit
🛈	🔍	✖	🚪
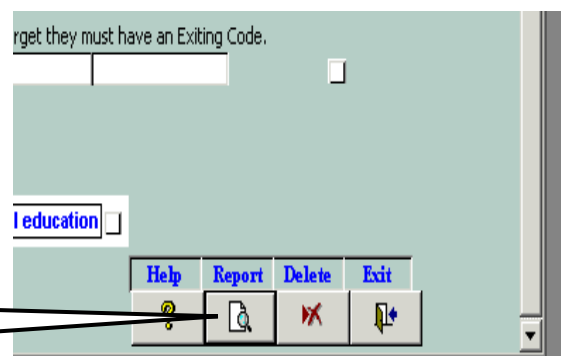
The same report is also available under the **Reports** button on the **Main Menu**. The report is called *Final Report of Students with Exiting Codes*. Cooperatives and districts can use this option to print out, as one report, all data for the schools in a district, or all data for the schools in member districts for a cooperative. See instructions for printing out a report on page 17.

Accessing Reports

Click the **Reports** button on the Main Menu.

School: 0046 ▾ Meadowlark School ▾

📝 **Data Entry**

📘 **Reports**

🖨 **Views**

🔤 **Administration**

❓ **Help**

Select a button then double click to select the option to the right.

Worksheet - Prefilled list of Special Education Students for Exiting
Report of All Students and Exiting Codes.
Report of Only Students with Exiting Codes.
Check School Submission Status for Exiting
5 years of data by Disability
5 years of data by Race
5 years of data by Gender
Validate Exiting Data
---------------Federal Reports---------------

Prefilled list of Special Education Students to be used
as a worksheet for Exiting reporting

Available Reports under the Reports Button

Worksheet – prefilled report listing all students from the December 1, 2008, Child Count.

Report of All/Only Students and/with Exiting Codes – One report will provide a list of all students, and include exiting information for those students with an exiting code. The second report will provide a list of only students where an exiting code was entered.

Check School Submission Status for Exiting (used primarily at the district and cooperative levels) - shows the submission status of all schools within a district or member districts within a cooperative.

Five years of data by Disability/Race/Gender – Each report shows 5 years of Child Count data by disability, by race, and by gender. (The data reported is based on the user's level, i.e., school, district or cooperative.)

Validate Exiting Data – A report that lists any validation errors which will inhibit submission of the data. (Will also show during the submission process and only if errors are present.)

Print a Report

To print a report, first save the report to your C: drive by selecting the **Save As PDF** option in the upper-left corner of the report screen (recommended method). This option will save the report on your local drive from where you can then print. In addition, this option will make the report available at any time without the need to access the application.

The application automatically creates a folder on your C: drive called "OPI Reports," where all reports from all IRIS applications can be saved. After saving the document, navigate to the OPI Reports folder on your C: drive, open the report, and print. You may also print a report using the **Print** button in the upper-left corner, but be aware that occasionally, because the application does not recognize all printers, this option may not work.

To maximize or minimize the report on the screen, click anywhere on the screen.

SPEDChildCount - [rptExitingReportOnReportsMenu : Report]

Print... | Close | 100% | PDF Save As Pdf | Type a question for help

Denise ... perintendent
Office of Public ...
PO Box 202501
Helena MT 59620-2501
http://www.opi.mt.gov/

SPECIAL EDUCATION DATA COLLECTION
Report of Students Exiting July 01,2008 - June 30,2009

DUE DATE: June 30 , 2009

SE COOP: Prickly Pear Coop - 9697
DISTRICT: East Helena Elem - 0492
SCHOOL: Radley Elementary School - 1465

Click the Close button in the upper right corner of the screen or click the smaller x to exit the report.
The (The larger X will exit the application.)

Student Information

INITIALS	BIRTHDATE			GENDER (M/F)	DUPLICATE OVERRIDE	GRADE	RACE ETHNICITY	LEP	SETTING OF SERVICE	SERVICE PLAN	LIST OF DISABILITY ABBREVIATIONS	Exiting Codes
		LAST MIDDLE FIRST	MONTH DAY YEAR									
AAA	1/2/2004			F		PK	05		23		SL,LD	
AAB	9/4/1997			M		6	05		01		LD	
AAC	3/28/1999			F		4	05		01		SL	
AAD	9/30/1997			M		5	05		01		OH	
AAE	6/17/1998			F		5	05		01		OH	
BBB	3/3/2000			M		3	05		01		OH	01 - Returned to Regular Ed

April 2009

Submitting Completed Data

When all data have been entered and you are confident the printed report is correct, the data must be submitted to the next level. When the data has been successfully submitted, you will no longer have rights to edit the data, but can still view the data (and print out reports). Any corrections following submission must be made at the next level (the final level is the OPI).

- When submitting at the **SCHOOL** level, the report will go to the district.
- When submitting at the **DISTRICT** level, the reports for all schools in the district go to the cooperative (if a member) or to the OPI (if not a member of a cooperative). **A district that is <u>not</u> a member of a cooperative is responsible for ensuring submittal of all data for the schools within the district.**
- When submitting at the **COOPERATIVE** level, the reports for all schools of all member districts will go to the OPI. **A cooperative is responsible for ensuring submittal of all data for member districts.**

At the Main Menu, double click on <u>Submit Exiting Data</u> under the Data Entry button.

Click the Submit button.
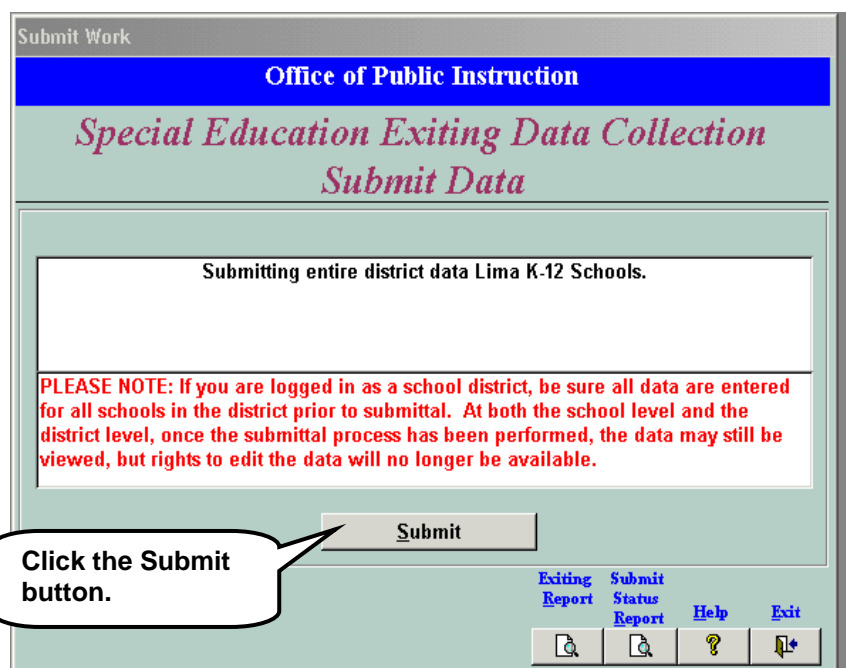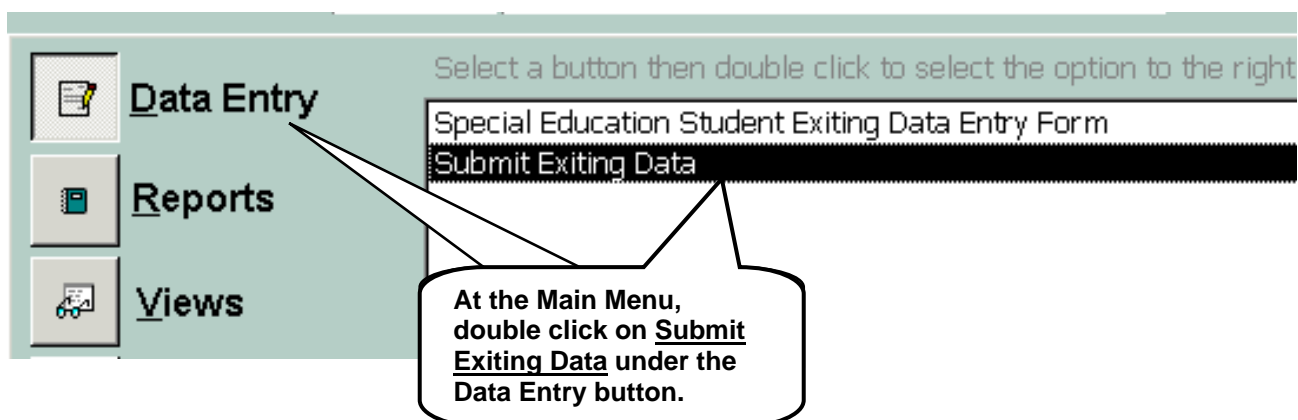
To **Submit Data**, select the **Submit** button in the center of the screen.

Two reports are accessible in the lower-right corner of the submit screen:

Exiting Report lists all students who exited (this is the same report that can be accessed from the Reports button on the Main Menu or, for each school, on the Data Entry Screen).

Submit Status Report tells the submittal status of schools within a district or member districts within a cooperative.

Once the Submit button has been selected a pop-up message will appear as a reminder that when you submit the data **you are certifying that the data are accurate**. *(If there are no validation errors, this will be the only opportunity to make corrections to your data before submission.)* Once you are confident the data are accurate, select **Yes**.

Submit Message

⚠ When you press the SUBMIT button, you are CERTIFYING that the data you are submitting are accurate.

Have you reviewed your work and are you ready to submit now?

[Yes]   [No]
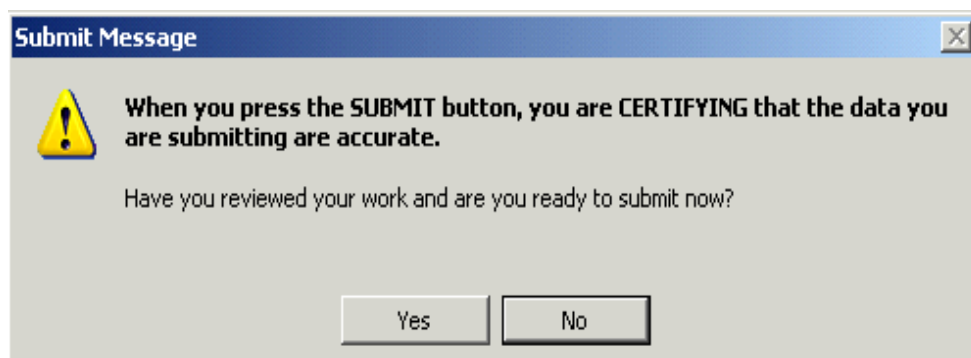
Validation Process

If there are validation errors within any of the data reports, a message will pop up indicating the validation error as well as the school and/or district where the error can be found.

9695 Flathead County Coop
         0341   Marion Elem
                      1697   Marion 7-8   School has not checked NO EXITING STUDENTS and there are no
                                                                          students with Exiting Codes.

DataValidation

❌ You cannot submit until all the listed validation errors are corrected.

[OK]
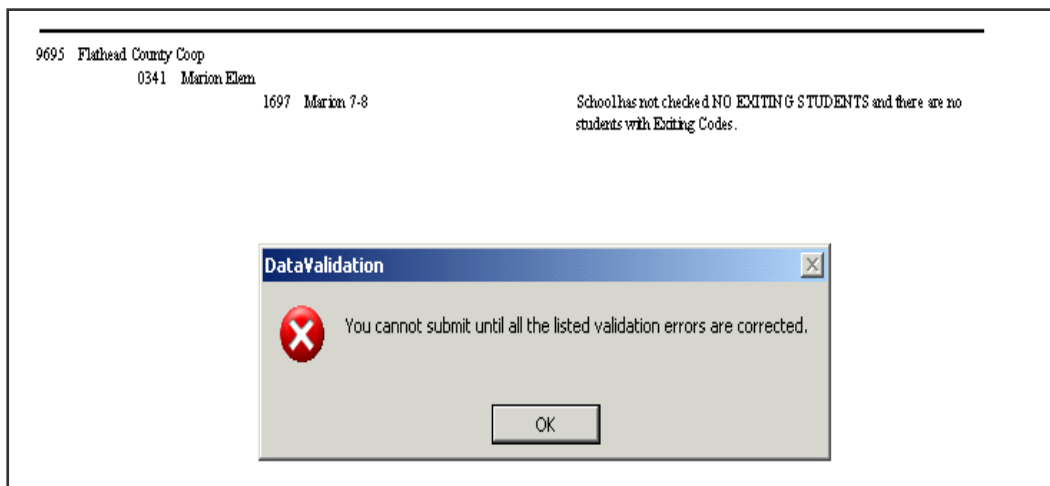
In the example, the cooperative submitting has included a school who did not select the "no exiting students" box to indicate that no student had exited during the reporting period. The error must be corrected before the data can be submitted. Select **OK**.

The validation report may be printed out using the same process described on page 17. Close the validation report, exit the submit screen, correct the errors listed on the validation report, and resubmit.

No Validation Errors

The data has passed the validation process. There are no validation errors.

[OK]
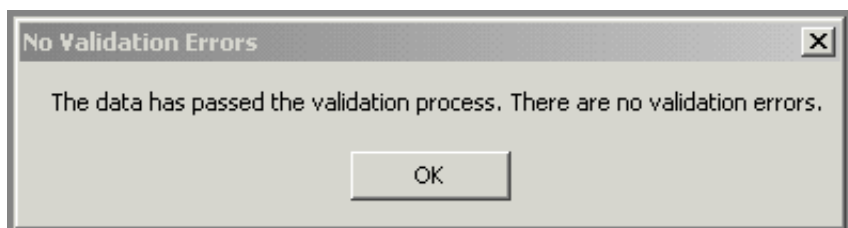
If there are no validation errors, you will receive this message followed by verification that the data has been submitted.

Submit Screen

All Schools under Harrison K-12 Schools have been submitted to OPI. Thank You! ◄

The Submit screen will also verify that the data have been successfully submitted.

PLEASE NOTE: If you are logged in as a school district, be sure all data are entered for all schools in the district prior to submittal. At both the school level and the district level, once the submittal process has been performed, the data may still be viewed, but rights to edit the data will no longer be available.

Submit

When data have been submitted successfully, the Submit button will gray out and the statement at the top of the screen will verify that data were submitted.

Exiting Report (all student)   Submit Status Report   Help   Exit

Exit the Submit screen by selecting the exit button in the lower-right corner.

If corrections must be made after data have been submitted, you must contact the next level to make the corrections

- The next level for a school is the school district,
- The next level for a school district is the cooperative or the OPI if the district is not a member of a cooperative, and
- The next level for a cooperative is the OPI.

Note: *The OPI will **not** consider data to be complete until it has been submitted at the district level for a school district that does not belong to a cooperative or at the cooperative level for all school districts that are members of cooperatives.*

THANK YOU FOR YOUR ELECTRONIC DATA SUBMISSION!

If you have questions, comments or concerns about this electronic process for collecting Special Education Exiting Data, contact Anne Rainey at 406-444-4430, (arainey@mt.gov) We would like to hear from you.

Exiting Data Codes and Definitions

Race/Ethnicity Codes:

Code	Name	Definition
01	**American Indian or Alaskan Native**	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community recognition.
02	**Asian**	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
03	**Hispanic**	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin, regardless of race.
04	**Black (not Hispanic)**	A person having origins in any of the Black racial groups of Africa.
05	**White (not Hispanic)**	A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
06	**Native Hawaiian or Pacific Islander**	A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Limited English Proficient (LEP) - check if the student fits criteria below:

An individual;

    A. who is aged 3 through 21;

    B. who is enrolled or preparing to enroll in an elementary or secondary school;

        (i) Who was not born in the United States or whose native language is a language other than English;

        (ii) (I) Who is an American Indian or Alaskan Native, or a native of the outlying areas; and (II) Who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or

        (iii) Who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and

    C. whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual

        (i) The ability to meet the State's proficient level of achievement on State assessments described in section 111(b)(3);

        (ii) The ability to successfully achieve in classrooms where the language of instruction is English; or

        (iii) The opportunity to participate fully in our society.

Disability Codes (report all that apply):

Code		Code	
AU	Autism	**HI**	Hearing Impairment
CD	Cognitive Delay	**LD**	Learning Disability
CW	Child With Disabilities	**OH**	Other Health Impairment
DB	Deaf-Blindness	**OI**	Orthopedic Impairment
DD	Developmental Delay	**SL**	Speech/Language Impairment
DE	Deafness	**TB**	Traumatic Brain Injury
ED	Emotional Disturbance	**VI**	Visual Impairment

Setting of Service Code *(this code is not required for exiting data reporting)* - A "00" is entered in this field as the default setting for exiting data. The user may skip over this field or enter a setting of service code if it is known.

Exiting Data Codes. The codes and definitions that are used to report exiting data are provided by the U.S. Department of Education. Please use the code numbers for reporting purposes.

01 **Returned to regular education.** These are students who were being served in special education at the start of the reporting period (July 1, 2008 - June 30, 2009), but at some point during that 12-month period returned to regular education. These students no longer have an IEP and are receiving all their educational services from a regular education program.

02 **Moved, known to be continuing.** These are students who have moved out of the catchment area (see definition below) or otherwise transferred to another district and are <u>KNOWN</u> to be continuing in an educational program. There does not need to be evidence that the student is continuing in special education, only that he/she is continuing in an education program. This includes students in residential drug/alcohol rehabilitation centers, correctional facilities or registered home schools.

<u>CATCHMENT AREA</u> is defined as an elementary school district <u>AND</u> a high school district, or a K-12 school district, that the student will move through in the normal progression of his/her education.

Examples of "Moved, known to be continuing"
▪ Student has moved out of the catchment area within or outside the state and records have been requested by another school district.
▪ Student no longer attends public school, but the school is aware that the student is being educated in a registered home school, or in a private school. (A registered home school means the home school is registered with the county superintendent in the county where the home school is located.)

04 **Dropped out.** These are students who were enrolled at the start of the reporting period (July 1, 2008 – June 30, 2009), were not enrolled at the end of the reporting period, and did not exit special education through any of the other codes described. This includes dropouts, runaways, GED recipients, expelled students, students who moved and are not known to be continuing in another educational program, and status unknown.

Examples of "Dropped out"
▪ Left school to take a job
▪ Joined the military
▪ Is a runaway
▪ Is missing/unknown
▪ Is a member of a Hutterite community and leaves school after the 8th grade and the family is not registered as a home school

- GED recipients (in Montana, a student cannot be enrolled in a school and take the GED)

15 **Reached maximum age.** These are students who have exited special education because they have reached the maximum age for receipt of special education services, including students with disabilities who reached maximum age and <u>did not</u> receive a diploma. *These students must be at least 20 years old on the Child Count date of December 1, 2008.*

22 **Died.** These are students who died during the reporting year (July 1, 2008, through June 30, 2009).

23 **Graduated with a regular high school diploma.** These are students who have exited an education program through receipt of a high school diploma identical to that for which students without disabilities are eligible.   These students met the same standards for graduation as those for students without disabilities. *These students must be at least 16 years old on the Child Count date of December 1, 2008.*

32 **Received a certificate of completion.** These are students who have exited the education program and received a certificate of completion, modified diploma or similar document.

Preschool Exiting Codes

	Rating Descriptions
7	Child shows functioning expected for his or her age in **all or almost all everyday situations** that are part of the child's life. Functioning is considered **appropriate** for his or her age. No one has any concerns about the child's functioning in this outcome area.
6	Between Completely and Somewhat. Child's functioning generally considered **appropriate** for his or her age, but there are **some concerns** about the child's functioning in this outcome area.
5	Child shows functioning expected for his or her age **some of the time and/or some situations**. Child's functioning is a **mix** of age appropriate and not appropriate functioning. Functioning might be described as like that of a **slightly younger child**.
4	Child does **not yet** show functioning expected of a child of his or her age in any situation. Child's behaviors and skills include **immediate foundational skills** upon which to build age-appropriate functioning. Functioning might be described as like that of a **younger child**.
3	Child does **not yet** show functioning expected of a child of his or her age in any situation. Child's behaviors and skills include **immediate foundational skills** upon which to build age-appropriate functioning. Functioning might be described as like that of a **younger child**.
2	Child's behaviors and skills include some **immediate foundational skills** but these are not displayed very often across settings and situations.
1	Child does **not yet** show functioning expected of a child his or her age in any situation. Child's skills and behaviors **do not yet include any immediate foundational skills** upon which to build age-appropriate functioning. Child's functioning might be described as like that of a **much younger child.**

Frequently Asked Questions (FAQs)

Common Exit Reporting Questions

Question: If a young child (between 3-5 years old) who is receiving special education services is exited out of the special education program before the child enters kindergarten, must the child be reported as dropped out because the child is not currently receiving education services anywhere?

Answer: No. Report the child under exiting code 01 (Returned to Regular Education), and be sure to enter his/her Preschool Outcomes measurements.

Question: Should a student be reported under exiting code 02 (Moved, Known to be Continuing) if the student moves from one school to another within a school district?

Answer: No. A school district is considered the "catchment area." The student should only be reported if he/she moves out of the catchment area.

Question: If a student moves from an elementary school district to a high school district, should the student be reported under exiting code 02 (Moved, Known to be Continuing)?

Answer: If the high school district is in the same "catchment area" as the elementary district, then the student should NOT be reported as exiting. Catchment area is defined as the elementary school district AND the high school district or the K-12 school district that the student would move through in the normal progression of his/her education.

Question: How do I report a student who was not in special education at the beginning of the reporting period (July 1, 2008), enters special education during the reporting period, but then leaves special education before the end of the reporting period?

Answer: A student who is not in special education at the beginning of the reporting period (July 1, 2008) should NOT be reported as exited.


Question: Where do I report a student who left school to be home schooled?

Answer: If the student continues to receive special education and related services from the school district, then the student should not be reported as exited. If the student is no longer receiving special education services, but is in a registered home school program (registered with the county superintendent in which the home school is located), then report the student as 02 (Moved, Known to be Continuing). If the student is no longer receiving special education services, and is in a home school setting, but the home school is not registered with the county superintendent, then report the student as 04 (Dropped Out).

Access to Additional FAQs

To access a Web site containing frequently asked questions relating to topics relevant to this reporting process:

Go to the OPI Web page (http://www.opi.mt.gov).
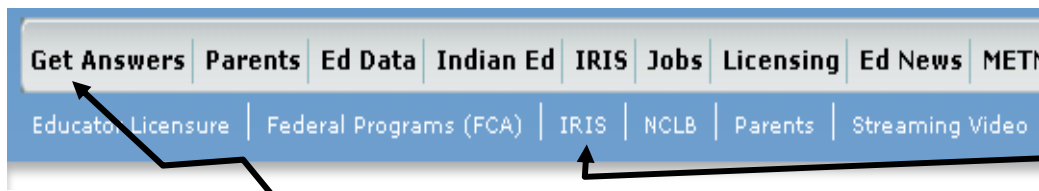
Place the cursor over the **Get Answers** tab at the top of the page to bring up a sub-menu. Click on the **IRIS** option in the sub-menu.

FAQ Page

Click the **down arrow** on the Sub menu to bring up a list of options.

Select **IRIS Technical Questions** if you have questions about how to access the application.

Select **Student Exiting Data** for questions about reporting special education exiting data.